



Setting up your Apprenticeship Service Account



30
YEARS
HAWK
TRAINING

Setting up your Apprenticeship Service Account

A step by step guide

This guide will support you to set up your own Apprenticeship Service account and is suitable for both apprenticeship Levy paying employers (annual PAYE over £3m) and Non-Levy employers, predominantly Small to Medium Size Employers. Once your account is set up, you will have more control of the way your apprenticeships are run and funded including:

- Reserve and manage your apprenticeship funding
- Receive and manage the new apprenticeship incentives
- Set permissions for your training provider to complete tasks on your behalf
- Find out what other apprenticeship standards are available for other parts of your business
- Select an appropriate End Point Assessment organisation
- Give real-time feedback on the quality of training provision you receive

To get your Apprenticeship Service account up and running, you need to follow these simple steps:

1. Create a user account using your name and a valid email address
2. Add a Pay as You Earn (PAYE) scheme on behalf of your organisation
3. Confirm your organisation details
4. Accept the employer agreement with the Education and Skills Funding Agency (ESFA)

Key information you need before you start to register

- A valid email address
- The Government Gateway login details (user ID and password) for your organisation - your payroll or finance department should have your organisation's Government Gateway details
- If your annual pay bill is less than £3 million, you can use the accounts office reference number and employer PAYE scheme reference number
- Authority to add PAYE schemes to the account
- Authority to accept the employer agreement on behalf of your organisation

For further information and guidance, please follow the video link below:

Video: [What you need to set up an apprenticeship service account.](#)

Timescales for registering apprentices

To ensure that everything runs smoothly for your apprentice, it is important that you complete the process on the Apprenticeship Service account within the following timescales:

- Ensure your Apprenticeship Service account is set up prior to learners being enrolled onto an apprenticeship
- Register the apprentice with your account within the month they are enrolled or give Hawk Training permission to add this information for you prior to you confirming
- Approve the apprentice within by the end of the month the learner/s are enrolled

Allocating access and account roles

Whilst registering your account, you also need to consider who you want to allocate access to and if required, give named individuals (within your organisation) permission to:

- Approve apprentice and apprenticeship data
- Approve costs for training which are agreed with the training provider and sending employer
- Reconcile payments to and coming from training providers
- Sign the agreement with the Education and Skills Funding Agency (ESFA)

STAGE 1: Registering your organisation on the Apprenticeship Service

If you have all the relevant information required (Government Gateway login details and Companies House registration number) you can set up as a new user on the Apprenticeship Service [here](#).



The screenshot shows the GOV.UK website with a dark header bar containing the GOV.UK logo and the text 'Manage apprenticeships'. Below the header is a blue navigation bar with the text 'Your employer account' on the left and 'Help' on the right. The main content area features a large heading 'Create an account to manage apprenticeships'.

Create an account to manage apprenticeships

You need to create or [sign in](#) to an apprenticeship account, then you'll be able to get funding to pay for apprenticeship training and assessment costs.

You'll use your account to:

- get apprenticeship funding
- find and save apprenticeships
- find, save and manage training providers
- recruit apprentices
- add and manage apprenticeships

[Create account >](#)

For further step by step instructions to set up your account please see the links below:

Video: [Register an Apprenticeship Service account](#)

Guide: [How to register and use the Apprenticeship Service as an employer](#)

Start the registration process by getting set up as a user.



The screenshot shows the GOV.UK website with a dark header bar containing the GOV.UK logo and the text 'Manage apprenticeships'. Below the header is a blue navigation bar with the text 'Your employer account' on the left and 'Help' on the right. The main content area features a large heading 'Set up as a user'.

If you already have an account [sign in](#)

First name

Last name

Email

We'll send you an email to confirm your identity.

Create new password

Password requires upper and lowercase letters, a number and at least 8 characters.

Confirm password

By continuing you accept the [terms and conditions](#).

[Set me up](#)

If your organisation has already registered, please enter your email and password.

GOV.UK [Manage apprenticeships](#)

[◀ Back](#)

Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

[Sign in](#)

[Forgotten your password?](#)

Once you have signed in you will be presented with a screen similar to the one below with details specific to your organisation. From here you can navigate through your apprenticeships account.

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Tasks

1 cohort request ready for approval
[View cohorts](#)

[Apprentices](#)

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

[Your apprenticeship adverts](#)

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

[Your training providers](#)

Add training providers and manage permissions to choose what they can do on your behalf.

[Find apprenticeship training](#)

Search for apprenticeships and see details of approved providers who can deliver the training.

You can add and view members of your team.

If your company is made up of connected groups, you can add each organisation as required.

Your employer account [Help](#) [Settings](#) [Sign out](#)

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) [More](#)

[Home](#) > Your team

Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Your team

[Invite a new member](#)

Invite members, control what they can do, remove members and cancel or resend invitations.

Name	What they can do	Status	
Joanna Hayes joanna@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active	View
Sarah Selvey Sarah@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active	View
mallika arora mallika@hawktraining.com	Accept agreements, view information and manage PAYE schemes, organisations, apprentices and team members	Active	View

You must sign the agreement to allow apprenticeship funds to be used.

Coronavirus(COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Organisation name	Latest agreement status	View all agreements
HAWK MANAGEMENT (UK) LIMITED	Not yet accepted	View all agreements

► [How transfers status is worked out](#)

Once funds have entered your account, you will be able to review your transactions.

Finance

Current funds	Funds spent since Mar 2020
[Redacted]	[Redacted]

Estimates

Estimated total funding for the next 12 months (based on funds entering your Apprenticeship service account, including the 10% top up)	Estimated planned spending for the next 12 months
[Redacted]	[Redacted]

How accurate are the estimates?
Estimates are based on details we have about your last levy payment and apprenticeship arrangements, which may not be up-to-date.
You should use additional financial information when planning how to spend your funds.

Setting permissions for your training provider

You can add Hawk Training to your apprenticeship service account using their name or UK Provider Reference Number (UKPRN) and give them permission to manage tasks such as reserve funding, add apprentice records and create new vacancies.

Hawk Management (UK) Limited, trading as Hawk Training **UKPRN No is 10009600**
Please note, final employer approval is required for all tasks.

To add your training provider, sign into your apprenticeship service account.

 GOV.UK Manage apprenticeships

[◀ Back](#)

Sign in

Sign in or [create an account](#) to manage your apprenticeship funds.

Email address

Password

[Sign in](#)

[Forgotten your password?](#)

From the home page, select **Your Training Providers**.

 GOV.UK Manage apprenticeships

Your employer account Help ▶ Settings ▶ Sign out

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) ▶ [More](#)

Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

[Apprentices](#)

Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

[Your apprenticeship adverts](#)

Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

[Your training providers](#)

Add training providers and manage permissions to choose what they can do on your behalf.

Tasks

1 cohort request ready for approval

[View cohorts](#)

If the provider name is not showing the employer will need to add Hawk Management (UK) Limited
Select yes

 GOV.UK Manage apprenticeships

Your employer account Help ▶ Settings ▶ Sign out

[Home](#) [Finance](#) [Adverts](#) [Apprentices](#) [Your team](#) [Your organisations and agreements](#) ▶ [More](#)

[◀ Back](#)

Your training providers

You can add a training provider, then set permissions to choose what they can do on your behalf.

[Add a training provider](#)

Training provider name	Permissions
HAWK MANAGEMENT (UK) LIMITED	Add apprentice records Recruit apprentices Change permissions

▶ [How permissions work](#)

Select **yes** to create a cohort and then **set permissions**.

GOV.UK Manage apprenticeships

Your employer account Help Settings

Home Finance Adverts Apprentices Your team Your organisations and agreements

Back

Do you give HAWK MANAGEMENT (UK) LIMITED permission to add apprentice records?

If your company does not pay the levy, this will also allow your training provider to reserve apprenticeship funding on your behalf.



Yes



No

Continue

STAGE 2: Reserving apprenticeship funding for a new start

Reserving Apprenticeship funding

For all Apprenticeships starts from the 1st April 2021 (irrespective if you are claiming an incentive or not) you are required to reserve the funding for your apprentice to enable the learner to be funded for their apprenticeship programme. Without this funding being reserved the learner cannot be enrolled onto the apprenticeship programme.

Employers can grant the provider the permission to reserve apprenticeship funding on their behalf via the 'Provider Permissions' section on their account.

What is needed to reserve funding?

Information required to reserve funding:

- The apprenticeship expected start month. You will be given the next 3 months as options.
- The name of the apprenticeship standard (listed below)
- The cost of the apprenticeship standard per learner (listed below)

Apprenticeship training

Which apprenticeship training will the apprentice take?

Search for a course

Start typing to search apprenticeships

This information can be changed later.

When will the apprenticeship training start?

The apprenticeship training can start anytime in the month you choose or the following 2 months.

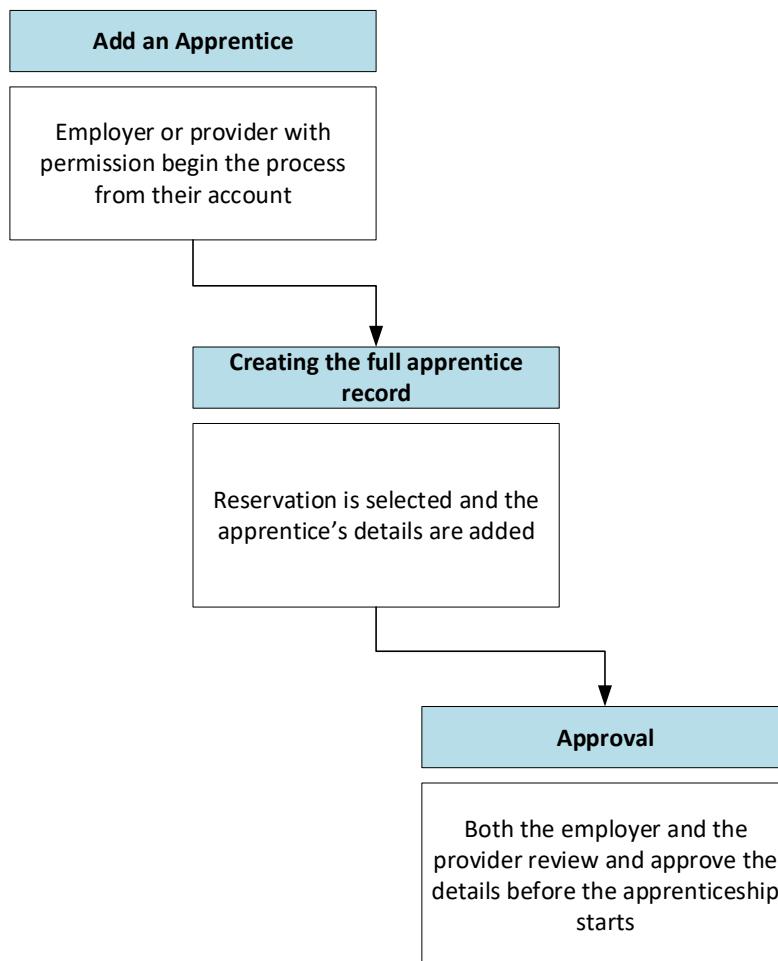
- March 2021
- April 2021
- May 2021

Save and continue

STAGE 3: Adding an apprentice to The Apprenticeship Service

Adding Apprentice details

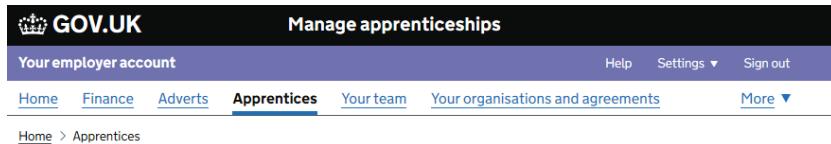
A full apprentice record needs to be created to enable provider payments



Click on **Apprentices**

The screenshot shows the GOV.UK 'Manage apprenticeships' interface. The top navigation bar includes 'GOV.UK', 'Manage apprenticeships', 'Help', 'Settings', 'Sign out', and a 'More' dropdown. Below the navigation, a breadcrumb trail shows 'Home > Apprentices'. The main content area is titled 'Apprentices' and contains several links: 'Add an apprentice', 'Apprentice requests', 'Manage your apprentices', 'Set payment order', 'Report public sector apprenticeship target', and 'Submit data on your progress towards the public sector apprenticeship target'.

Click on **Add an Apprentice**



GOV.UK Manage apprenticeships

Your employer account

Help Settings ▾ Sign out

Home Finance Adverts Apprentices Your team Your organisations and agreements More ▾

Home > Apprentices

Apprentices

[Add an apprentice](#)
Add new apprentices or ask your training provider to add them.

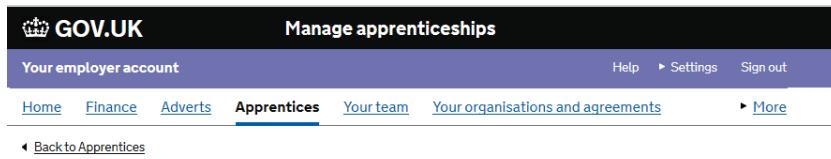
[Apprentice requests](#)
Review, edit, approve and add more apprentices.

[Manage your apprentices](#)
View approved apprentices, update details of existing apprentices, change training providers or stop and pause payments to training providers.

[Set payment order](#)
View and change the order in which your providers are paid from your available funds.

[Report public sector apprenticeship target](#)
Submit data on your progress towards the public sector apprenticeship target

Read the requirements to enable you to start adding, click start now



GOV.UK Manage apprenticeships

Your employer account

Help Settings ▾ Sign out

Home Finance Adverts Apprentices Your team Your organisations and agreements More ▾

◀ Back to Apprentices

Add an apprentice

Add details of one or more apprentices to your account, and authorise payments to their training provider.

Before you start

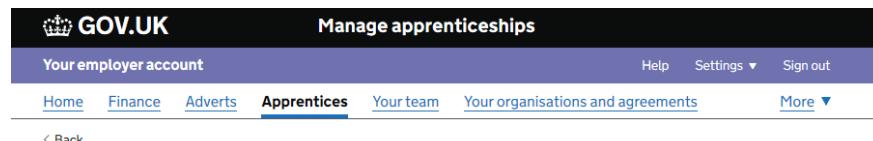
You must:

- know the names of your apprentices
- know your training provider's UK Provider Reference Number (UKPRN) - your training provider can tell you this
- make sure the organisation that's named on the contract you have with your training provider is in your account - [view organisations in this account](#)
- make sure the PAYE scheme that each apprentice is paid through is in your account - [view PAYE schemes in this account](#)

Start now ▶

Add training providers details,

Please note: The UKPRN for Hawk Management (UK) Limited, Hawk Training is 10009600



The screenshot shows the GOV.UK 'Manage apprenticeships' interface. The top navigation bar includes the GOV.UK logo, a search bar, and links for 'Help', 'Settings', and 'Sign out'. Below the navigation is a blue header bar with the text 'Your employer account'. The main menu bar has links for 'Home', 'Finance', 'Adverts', 'Apprentices' (which is underlined in blue), 'Your team', 'Your organisations and agreements', and 'More'. A 'Back' link is visible at the bottom left of the main content area.

Add training provider details

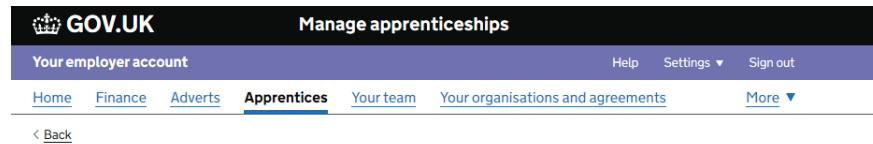
UK Provider Reference Number

► [What is a UK Provider Reference Number?](#)

A UK Provider Reference Number (UKPRN) is a unique, 8-digit number that identifies a training provider. Your training provider can tell you their UKPRN.

[Continue](#)

Confirm Hawk Training.



The screenshot shows the GOV.UK 'Manage apprenticeships' interface, identical to the previous one but with the 'Your employer account' bar removed. The main menu bar and 'Back' link are present. The 'Apprentices' tab is selected.

Confirm training provider

UK Provider Reference Number '**10009600**' matches:

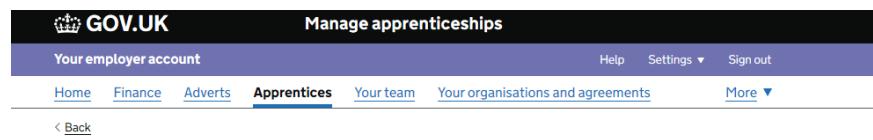
HAWK MANAGEMENT (UK) LIMITED

UKPRN: 10009600

Is this the main provider of the apprenticeship training?

Yes, use HAWK MANAGEMENT (UK) LIMITED
 No, change UK Provider Reference Number

[Continue](#)



The screenshot shows the GOV.UK 'Manage apprenticeships' interface, identical to the previous one but with the 'Your employer account' bar removed. The main menu bar and 'Back' link are present. The 'Apprentices' tab is selected.

Start adding apprentices

You can start adding details of your apprentices or ask your training provider to add them for you.

If you ask your training provider to add them, you need to check and agree the details before any payments are made.

I will add apprentices
 I would like my provider to add apprentices

[Continue](#)

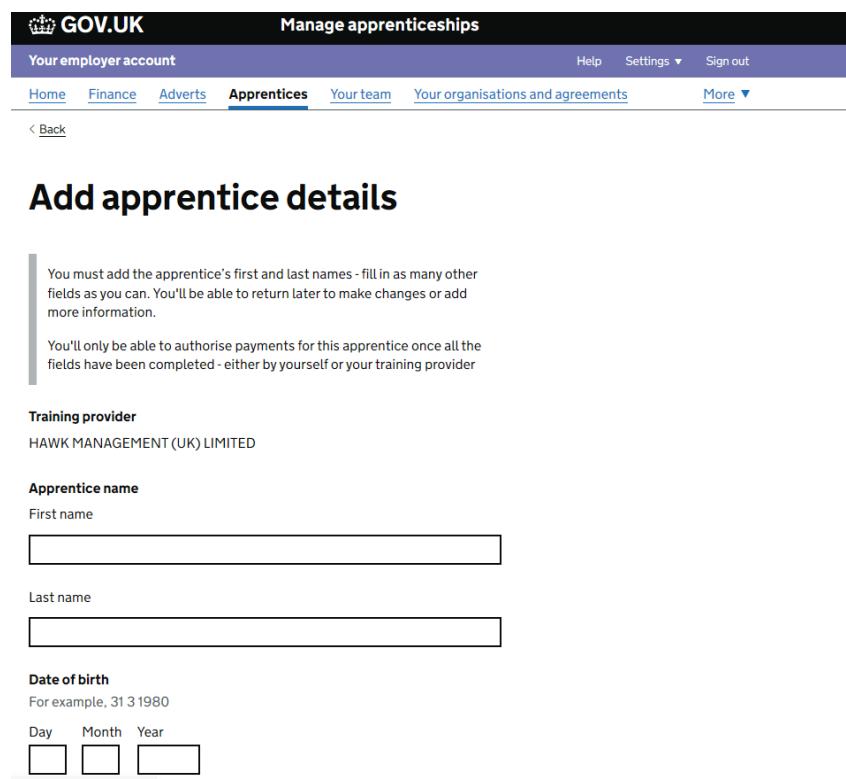
We would recommend you give us permission to add your apprentices, by selecting **I would like my provider to add apprentices**.

We will then complete this administration for you and you will be given notification to confirm the learners being added and funding being claimed for.

If you choose to add the details yourself, you can do so by starting to create a cohort. See instructions below.

If you don't know all the details, fill in what you can. As a minimum you will need to add the **apprentices name** and **date of birth**.

You may also be able to add information such as - the estimated start month of the apprenticeship, and the name of the apprenticeship standard they will be working towards.



The screenshot shows the GOV.UK 'Manage apprenticeships' interface. The top navigation bar includes 'GOV.UK', 'Manage apprenticeships', 'Your employer account', 'Help', 'Settings', and 'Sign out'. Below this, a secondary navigation bar has links for 'Home', 'Finance', 'Adverts', 'Apprentices' (which is underlined to indicate the current section), 'Your team', 'Your organisations and agreements', and 'More'. A 'Back' link is also present. The main content area is titled 'Add apprentice details'. It contains a note: 'You must add the apprentice's first and last names - fill in as many other fields as you can. You'll be able to return later to make changes or add more information.' Another note states: 'You'll only be able to authorise payments for this apprentice once all the fields have been completed - either by yourself or your training provider'. The 'Training provider' section shows 'HAWK MANAGEMENT (UK) LIMITED'. The 'Apprentice name' section has fields for 'First name' (a text input box) and 'Last name' (a text input box). The 'Date of birth' section includes a note 'For example, 31 3 1980' and three input boxes labeled 'Day', 'Month', and 'Year'.

Apprenticeship training course

Start typing the name of the course or choose an option from the list

Planned training start date

For example, 09 2017

Month Year

Planned training end date

For example, 09 2019

Month Year

Total agreed apprenticeship price (excluding VAT)

Enter the price, including any end-point assessment costs, in whole pounds.

For example, for £1,500 enter 1500

Reference (optional)

Add a reference, such as employee number or location - this won't be seen by the training provider

End-point assessments

We'll ask you to confirm the [apprentice assessment organisation](#) for this apprentice. We'll do this before the end of the apprenticeship.

[Save and continue](#)

Choose Approve and sent to training provider and click confirm

Approve apprentice details

Organisation: HAWK MANAGEMENT (UK) LIMITED

Reference: 97R74P

Message from HAWK MANAGEMENT (UK) LIMITED:

No message added.

1x Early years educator, Level: 3 (Standard)

Name	Date of birth	Training dates	Price	
mallika arora	12 Nov 1996	Mar 2021 to Sep 2022	£6,000	Edit Delete

**Total apprenticeship training price
(excluding VAT)**

£6,000

[Add another apprentice](#)[Delete this group](#)

Approve these details?

Yes, approve and notify training provider
 No, request changes from training provider

[Save and submit](#)

Option to message us regards to this.

Approve these details?



Yes, approve and notify training provider

Leave HAWK MANAGEMENT (UK) LIMITED a message (optional)

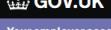


No, request changes from training provider

Save and submit

[Save and exit](#)

You will get notification of the approval sent.

 **GOV.UK** Manage apprenticeships

Your employer account Help Settings ▾ Sign out

Home Finance Adverts **Apprentices** Your team Your organisations and agreements More ▾

< Back to Apprentices

Apprentice details approved and sent to training provider

Reference	DRXR98
Training provider	HAWK MANAGEMENT (UK) LIMITED
Approved by	HAWK MANAGEMENT (UK) LIMITED

What's next?

Your training provider will review these apprentice details and either confirm the information is correct or contact you to suggest changes.

[Go back to view apprentice records.](#)

Help us improve this section

Take a 3 minute survey about adding apprentices so that we can improve the service.

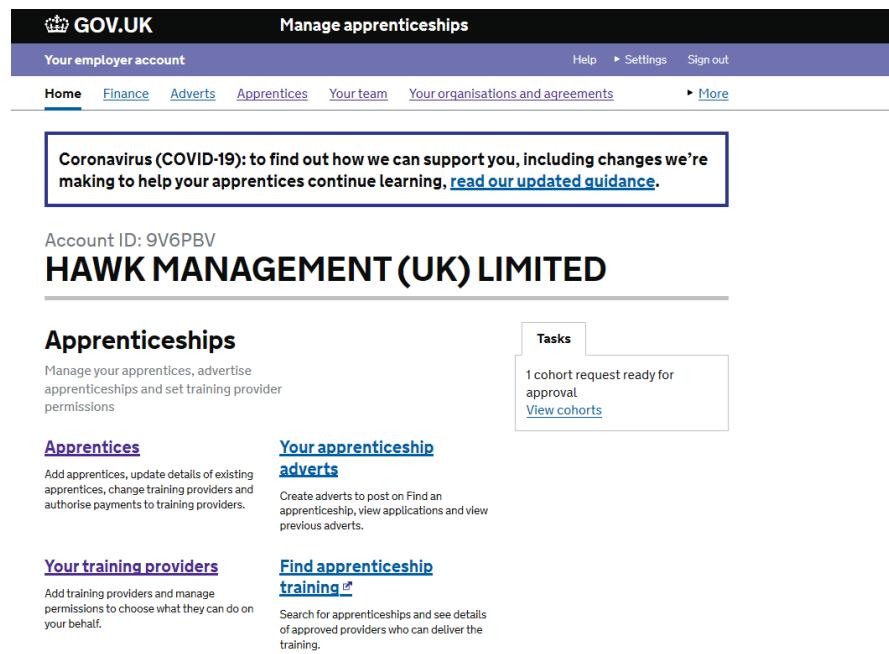
Take the survey

STAGE 4: How to apply for an incentive payment for hiring a new apprentice

NOTE: This is for all apprentice new hires with a contract and apprenticeship start date between 1st August 2020 and 31st September 2021.

- Before you can move forward with this, you need to make sure you have signed the most up to date Apprenticeship Service declaration.
- Only you the employer can make the application for the apprenticeship incentive. We as the training provider cannot do this on your behalf.

Scroll to the **Finances** section on the home page.



GOV.UK Manage apprenticeships

Your employer account Help Settings Sign out More

Home Finance Adverts Apprentices Your team Your organisations and agreements ▶ More

Coronavirus (COVID-19): to find out how we can support you, including changes we're making to help your apprentices continue learning, [read our updated guidance](#).

Account ID: 9V6PBV

HAWK MANAGEMENT (UK) LIMITED

Apprenticeships

Manage your apprentices, advertise apprenticeships and set training provider permissions

Apprentices
Add apprentices, update details of existing apprentices, change training providers and authorise payments to training providers.

Your apprenticeship adverts
Create adverts to post on Find an apprenticeship, view applications and view previous adverts.

Your training providers
Add training providers and manage permissions to choose what they can do on your behalf.

Find apprenticeship training
Search for apprenticeships and see details of approved providers who can deliver the training.

Tasks
1 cohort request ready for approval
[View cohorts](#)

Click on **Apply for the hire a new apprentice payment**.

Finances

Manage your apprenticeship funds

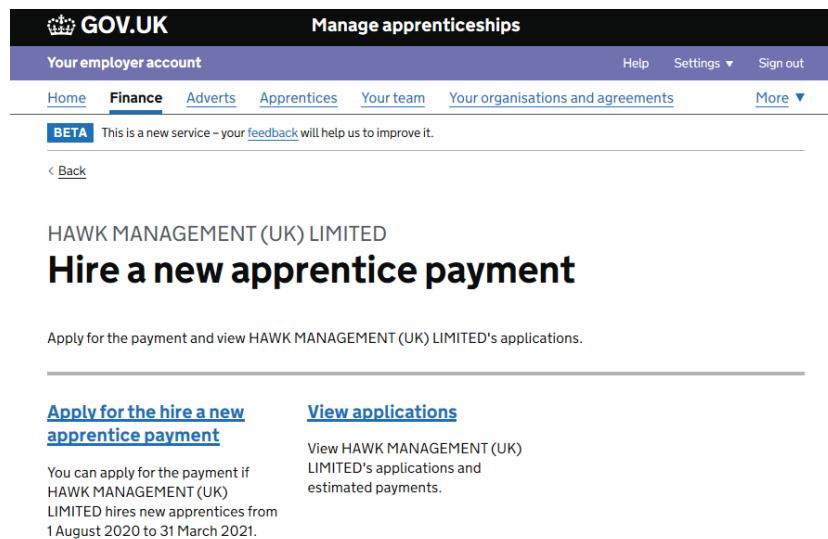
Your finances

View your financial transactions, connect with other employers and send or receive transfer funds.

Your hire a new apprentice payments

Apply for the payment, view applications and change your payment details.

Read the guidance and information carefully to check that you are eligible for the incentive.



The screenshot shows the GOV.UK Manage apprenticeships interface. At the top, the title 'Manage apprenticeships' is displayed. Below it, the heading 'Hire a new apprentice payment' is shown. A sub-section title 'HAWK MANAGEMENT (UK) LIMITED' is present. A call-to-action button 'Start now >' is visible. The page includes sections for 'Apply for the hire a new apprentice payment' and 'View applications', with detailed descriptions and terms of service.

Click **Start now**.

Before you start

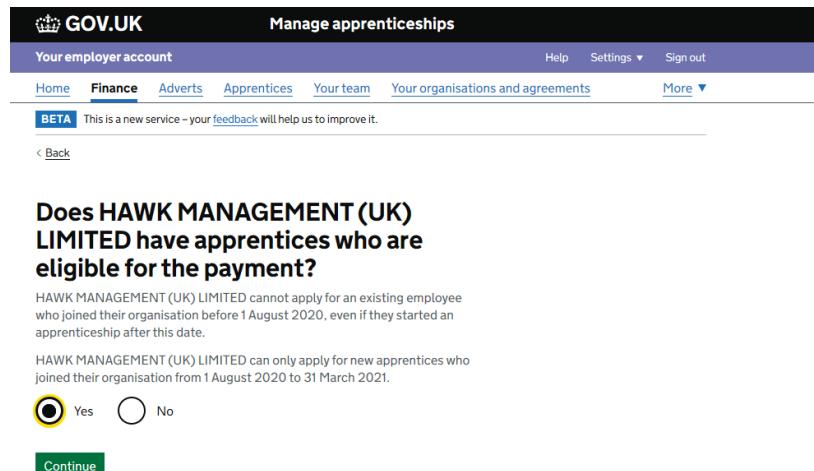
You'll need:

- to add the apprentices you want to apply for to the apprenticeship service account
- HAWK MANAGEMENT (UK) LIMITED's bank details (someone else from HAWK MANAGEMENT (UK) LIMITED can add them later)

! If you're applying for apprentices with a start date from 1 February 2021, HAWK MANAGEMENT (UK) LIMITED needs to [sign a new employer agreement](#).

Start now >

Click **Yes and Continue**.



The screenshot shows the GOV.UK Manage apprenticeships interface. The heading 'Does HAWK MANAGEMENT (UK) LIMITED have apprentices who are eligible for the payment?' is displayed. Below it, there is explanatory text about apprenticeship start dates and a question asking if the user has apprentices. The user can respond with 'Yes' or 'No' using radio buttons, and a 'Continue' button is present.

Select the apprentices you want to apply for. Remember, you can only apply for the apprentices who started their contract of employment from 1st August 2020 to 31st September 2021.

NOTE: The ESFA may audit this at random, and you would be expected to provide the necessary evidence to prove this.

[Back](#)

Which apprentices do you want to apply for?

We're showing the apprentices in the account with a start date from August 2020 to March 2021. We're not showing any apprentices that have an application.

Only select new apprentices who joined HAWK MANAGEMENT (UK) LIMITED from 1 August 2020 to 31 March 2021.

! Do not select existing employees who joined HAWK MANAGEMENT (UK) LIMITED before 1 August 2020, even if they started an apprenticeship after this date.

Select all that apply

Saoirse Earles (██████████)
November 2020 (apprenticeship start date)
Customer service practitioner, Level: 2 (Standard)

Continue

Check the summary screen to make sure only eligible apprentices are listed and confirm.

[Back](#)

Confirm apprentices

1 apprentice
£2,000 estimated total payment

Apprentice	Apprenticeship start date	Course
Saoirse Earles ULN: ██████████	November 2020	Customer service practitioner, Level: 2 (Standard)

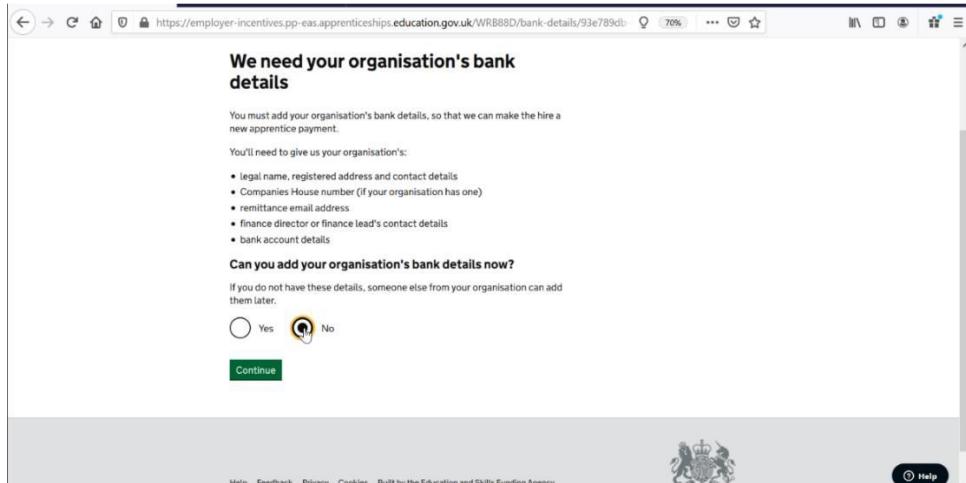
[Change which apprentices you want to apply for](#)

! All apprentices must have joined HAWK MANAGEMENT (UK) LIMITED from 1 August 2020 to 31 March 2021.

Confirm

Read the declaration and then click **Confirm**

You will then be directed to begin adding your company and bank details into the system. You can either do this now or save and add these details at a later date. If you don't have the details to hand you will be directed to an 'Application Saved' screen.



We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

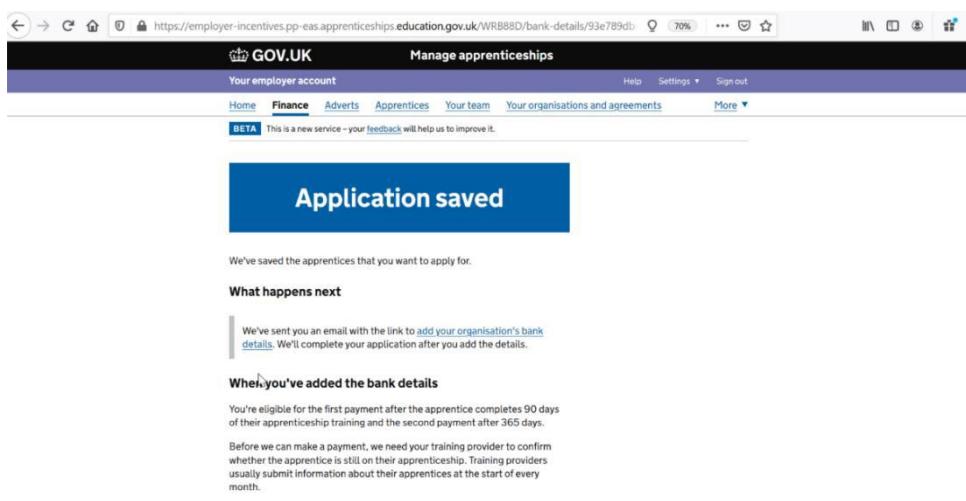
- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

Can you add your organisation's bank details now?

If you do not have these details, someone else from your organisation can add them later.

Yes No

Continue



GOV.UK Manage apprenticeships

Your employer account

Help Settings Sign out

Home Finance Adverts Apprentices Your team Your organisations and agreements More

BETA This is a new service - your feedback will help us to improve it.

Application saved

We've saved the apprentices that you want to apply for.

What happens next

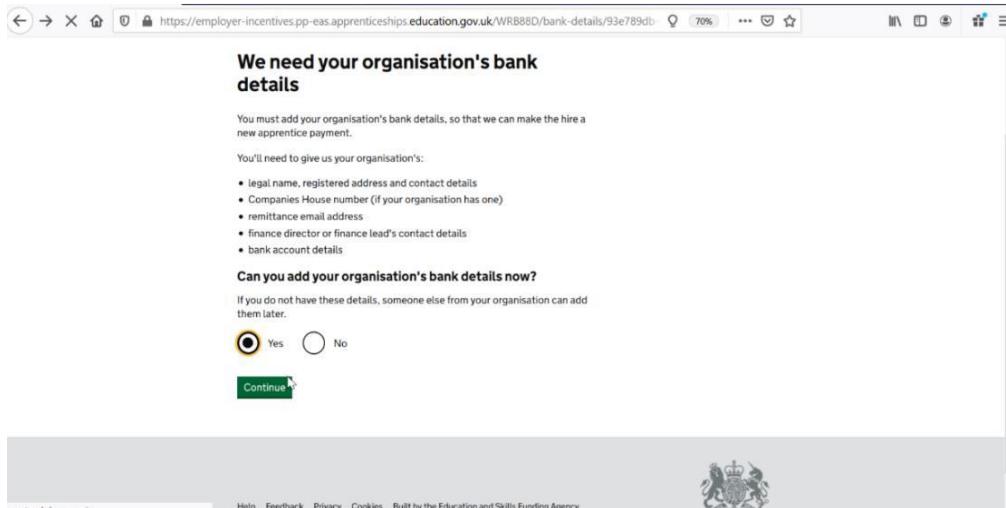
We've sent you an email with the link to [add your organisation's bank details](#). We'll complete your application after you add the details.

When you've added the bank details

You're eligible for the first payment after the apprentice completes 90 days of their apprenticeship training and the second payment after 365 days.

Before we can make a payment, we need your training provider to confirm whether the apprentice is still on their apprenticeship. Training providers usually submit information about their apprentices at the start of every month.

If you do have your bank details available, you can complete these now. Click **Yes** and **Continue**.
NOTE: You can only use one set of bank details per Apprenticeship Service account.



We need your organisation's bank details

You must add your organisation's bank details, so that we can make the hire a new apprentice payment.

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

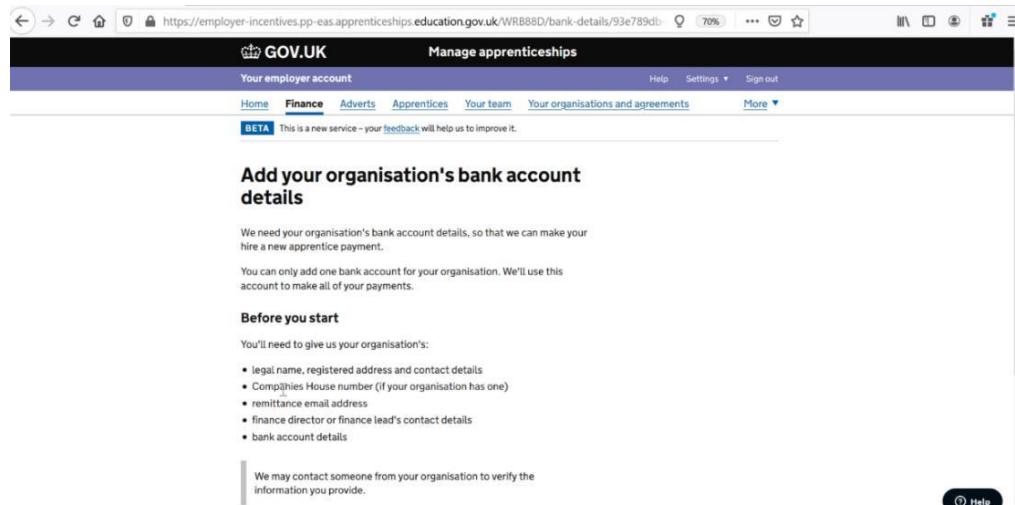
Can you add your organisation's bank details now?

If you do not have these details, someone else from your organisation can add them later.

Yes No

Continue

Before you start, make sure you have all the information you will need to hand. Click **continue**.



Add your organisation's bank account details

We need your organisation's bank account details, so that we can make your hire a new apprentice payment.

You can only add one bank account for your organisation. We'll use this account to make all of your payments.

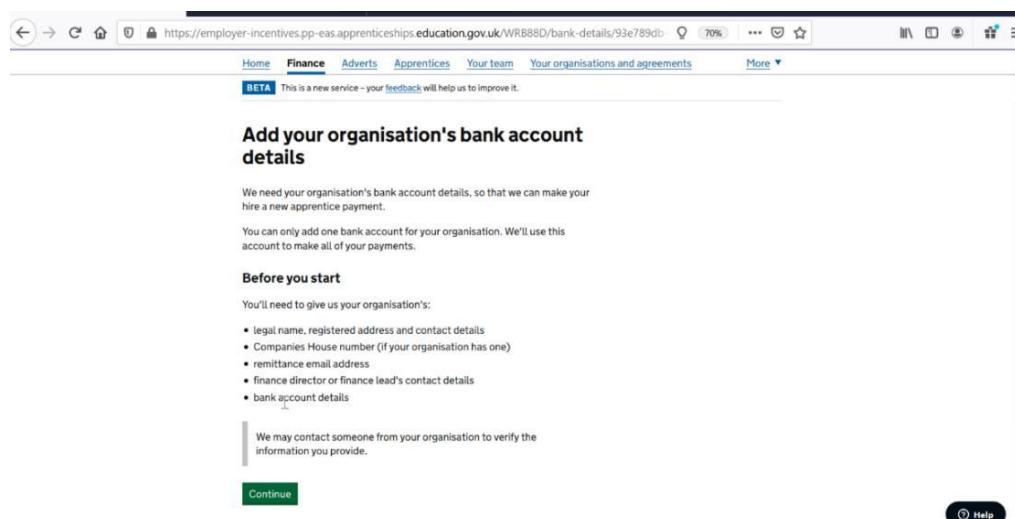
Before you start

You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

We may contact someone from your organisation to verify the information you provide.

[Help](#)



Add your organisation's bank account details

We need your organisation's bank account details, so that we can make your hire a new apprentice payment.

You can only add one bank account for your organisation. We'll use this account to make all of your payments.

Before you start

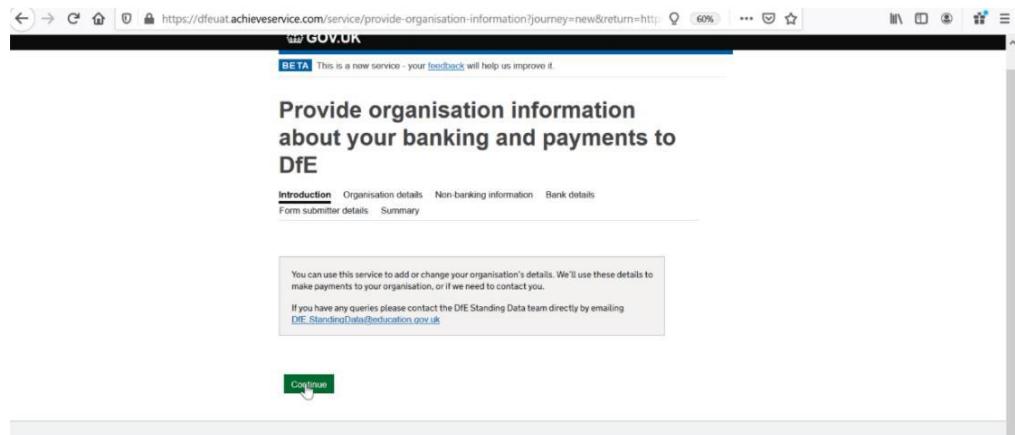
You'll need to give us your organisation's:

- legal name, registered address and contact details
- Companies House number (if your organisation has one)
- remittance email address
- finance director or finance lead's contact details
- bank account details

We may contact someone from your organisation to verify the information you provide.

[Continue](#) [Help](#)

You will be directed to a new set of screens requesting information about your organisation and bank details. Click **continue**.



Provide organisation information about your banking and payments to DfE

[Introduction](#) [Organisation details](#) [Non-banking information](#) [Bank details](#)

Form submitter details [Summary](#)

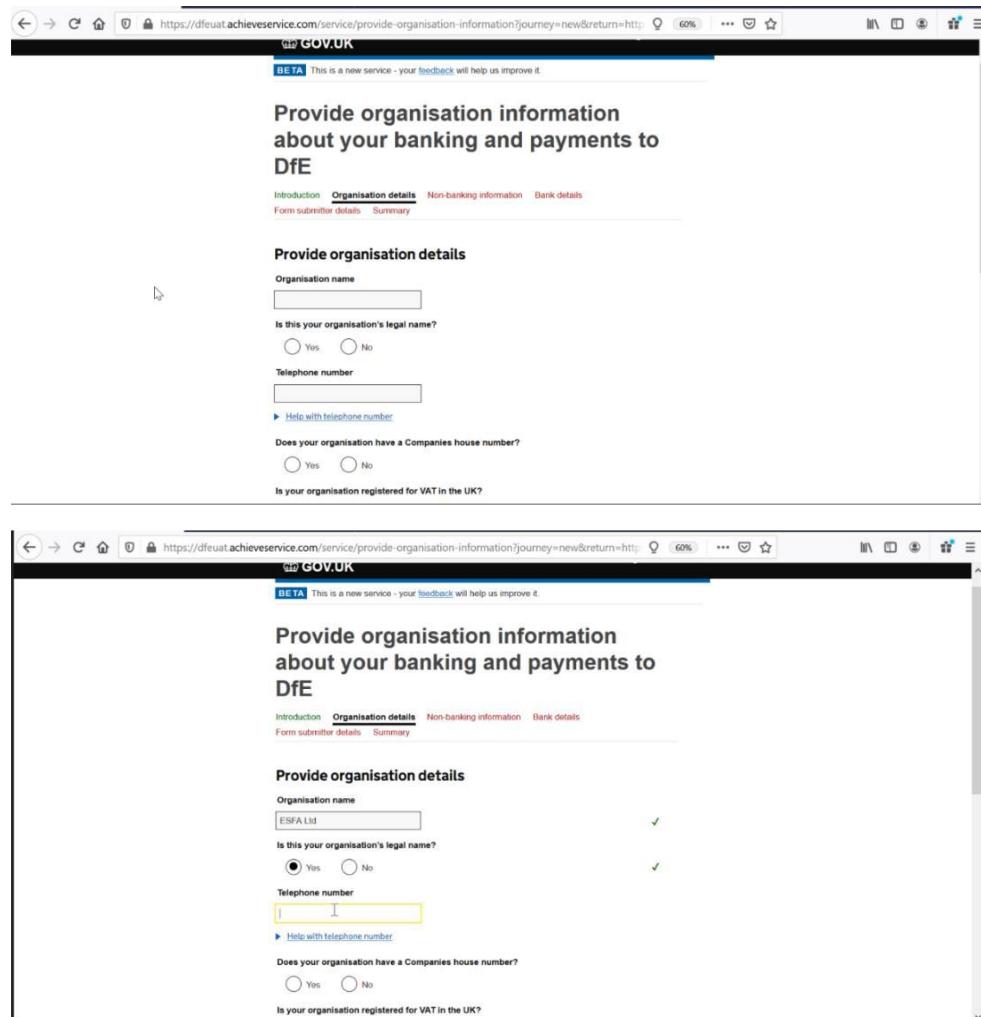
You can use this service to add or change your organisation's details. We'll use these details to make payments to your organisation, or if we need to contact you.

If you have any queries please contact the DfE Standing Data team directly by emailing DfE_StandingData@education.gov.uk

[Continue](#)

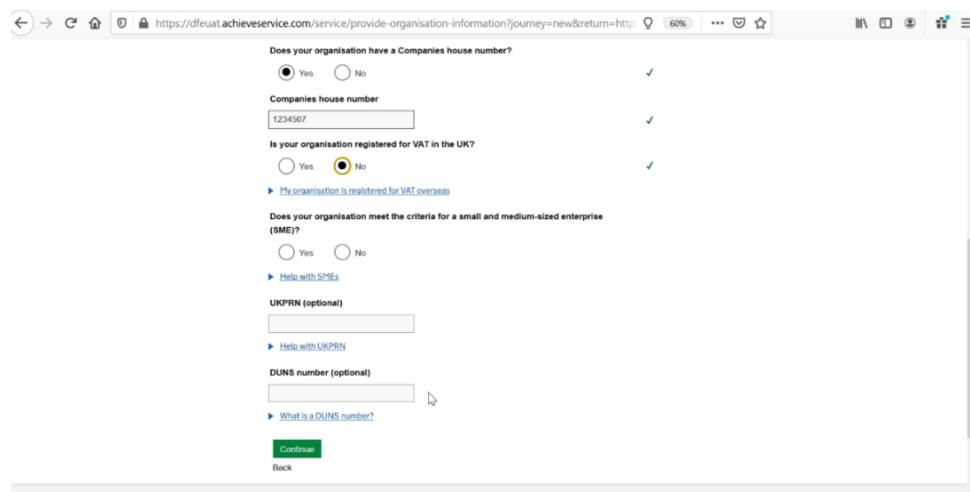
Add your organisation's name – ensuring you use the legal entity.

- Add your organisation's telephone number. (The preference is to include a landline number. Do not include any spaces in the telephone number. Failing this you can include a mobile phone number).



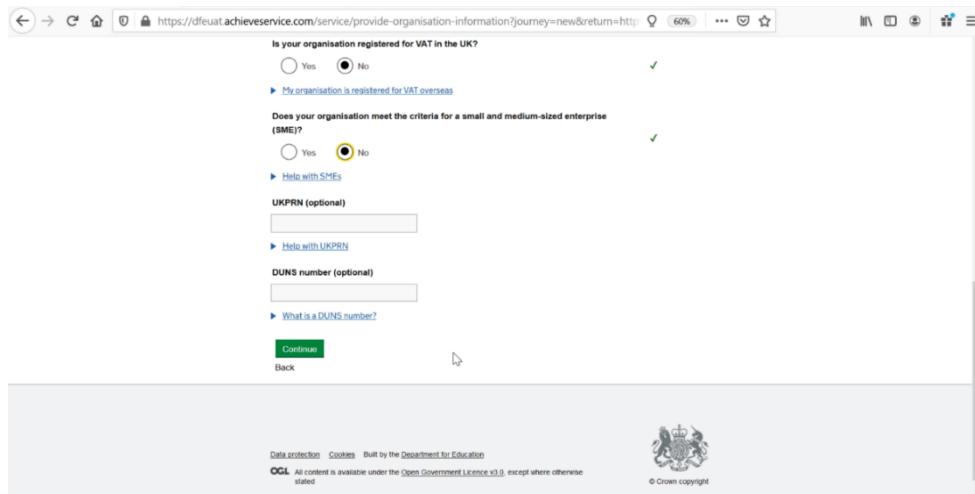
The screenshots show the 'Provide organisation information' form for DfE. The top screenshot shows the initial state with empty fields. The bottom screenshot shows the form after data has been entered: organization name 'ESFA Ltd', telephone number '1234567', and VAT registration status 'No'.

If you have one, add your organisation's Companies House Number and VAT number



The screenshot shows the 'Provide organisation information' form for DfE, with fields for Companies House Number and VAT registration status. The 'Yes' radio button for VAT is selected, and the 'Companies house number' field contains '1234567'.

Confirm whether you are a small to medium sized employer (SME) or not and add a UKPRN (ONLY if you are an employer-provider) and DUNS number (only if you have one).



Is your organisation registered for VAT in the UK?
 Yes No

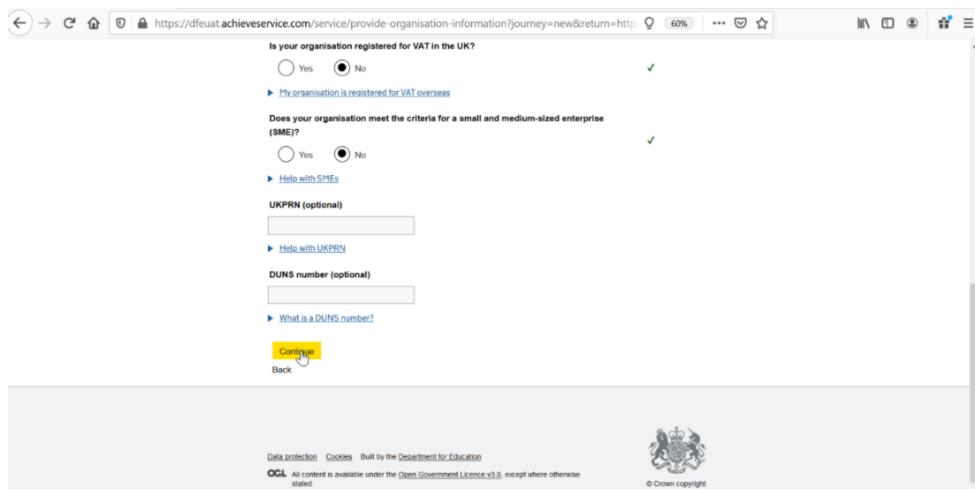
Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?
 Yes No

UKPRN (optional)

DUNS number (optional)

Continue

Select continue.



Is your organisation registered for VAT in the UK?
 Yes No

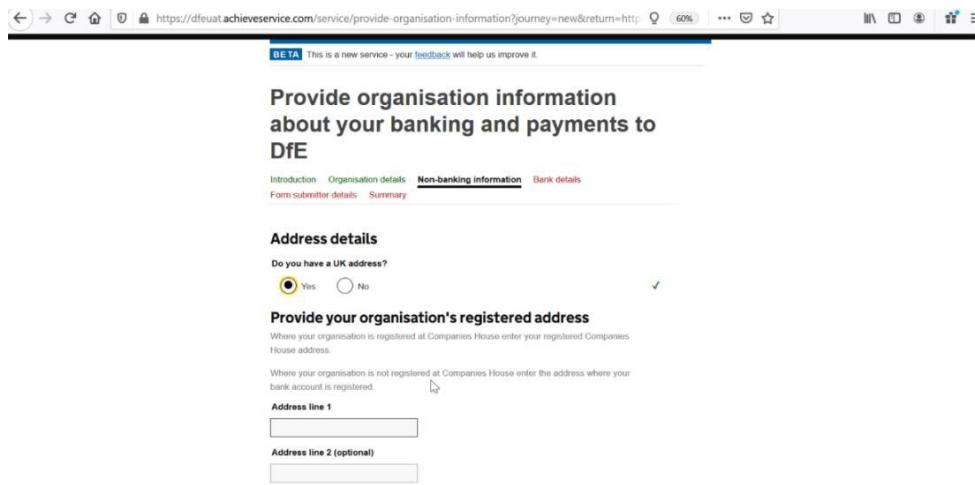
Does your organisation meet the criteria for a small and medium-sized enterprise (SME)?
 Yes No

UKPRN (optional)

DUNS number (optional)

Continue

Now add further address information.



BETA This is a new service - your [feedback](#) will help us improve it.

Provide organisation information about your banking and payments to DfE

Introduction [Organisation details](#) [Non-banking information](#) [Bank details](#)
Form submitter details [Summary](#)

Address details

Do you have a UK address?
 Yes No

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1

Address line 2 (optional)

Do you have a UK address?

Yes No

Provide your organisation's registered address

Where your organisation is registered at Companies House enter your registered Companies House address.

Where your organisation is not registered at Companies House enter the address where your bank account is registered.

Address line 1
Chelmore House

Address line 2 (optional)
5 Quinton Rd

Town or city
Coventry

County (optional)

Postcode
CV1 2WT

Remittance details

Remittance email

Where inputting email addresses we ask you use generic work emails where possible and avoid personal work or personal non-work emails.

CV1 2WT

Remittance details

Remittance email
Fin.Team@esta.com

► Help with remittance email

Your organisation's finance director or lead

Provide the name and email address of your organisations' finance director or lead.

Full name

Email address

► Help with email address

Continue

Back

Data protection Cookies Built by the Department for Education

Select the type of bank account applicable to your organisation, then click **continue**.

ATTENTION! This is a **BETA** version of DfE Online forms used for testing purposes
Logged in as adam.richardson@education.gov.uk

BETA This is a new service - your [feedback](#) will help us improve it.

Provide organisation information about your banking and payments to DfE

Introduction Organisation details Non-banking information **Bank details**
Form submitter details Summary

Bank details

Select the type of bank account applicable to your organisation

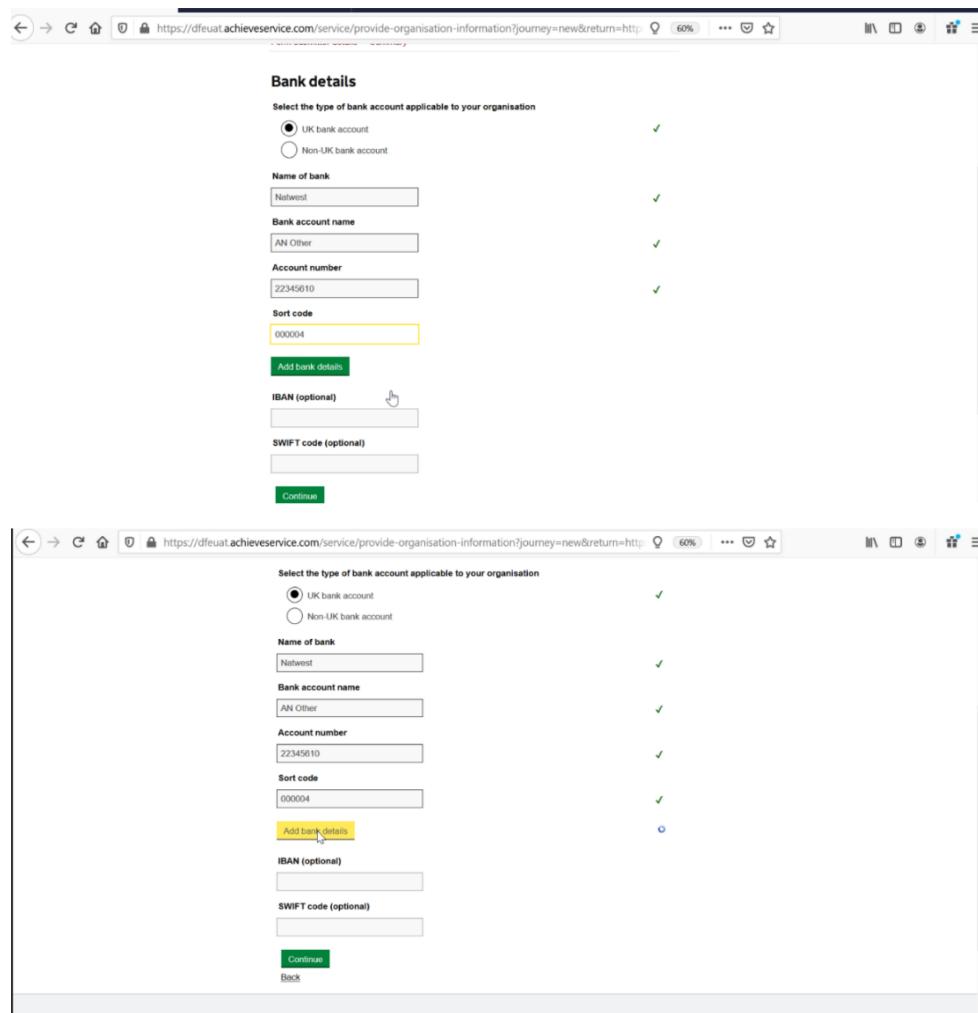
UK bank account
 Non-UK bank account

Continue

Back

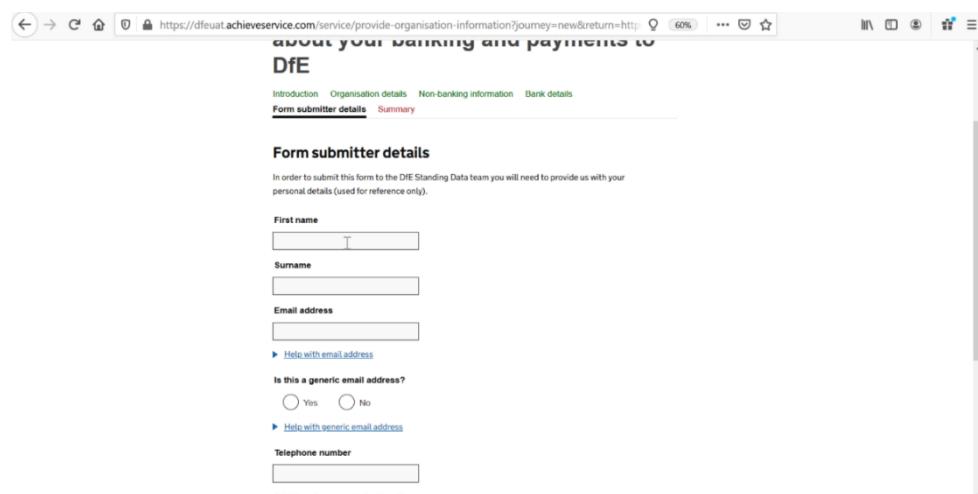
Data protection Cookies Built by the Department for Education

Complete your bank details, and then click 'add bank details'.



The form consists of two sections. The first section, 'Bank details', contains fields for 'Name of bank' (Natwest), 'Bank account name' (AN Other), 'Account number' (22345610), and 'Sort code' (000004). The second section, 'IBAN (optional)' and 'SWIFT code (optional)', is shown below. At the bottom of the first section is a green 'Add bank details' button, which is highlighted in yellow in the second screenshot. Below this are fields for 'IBAN (optional)' and 'SWIFT code (optional)', and buttons for 'Continue' and 'Back'.

You will now need to add the details of the individual completing this form on behalf of your organisation. In this instance you can use a personal work email address for yourself.



The form is titled 'about your banking and payments to DfE'. The 'Form submitter details' section contains fields for 'First name', 'Surname', 'Email address' (with a 'Help with email address' link), 'Telephone number', and 'Is this a generic email address?' (with 'Yes' and 'No' radio buttons and a 'Help with generic email address' link). There is also a 'Summary' link at the top of the section.

Once completed, click **continue**.

Review the summary page of all information completed to date.

https://dfeuat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://

Provide organisation information about your banking and payments to DfE

Introduction Organisation details Non-banking information Bank details

Form submitter details **Summary**

Check your answers before sending your information

Organisation details

Organisation name	ESFA Ltd	Change
Is this your organisation's legal name?	yes	Change
Telephone number	01270765876	Change
Does your organisation have a Companies house	yes	Change

Provide your acknowledgement that the form has been completed accurately and select the box, then click **submit**.

https://dfeuat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://

Telephone number	0781987645	Change
Additional comments	Other comments	Change

Now send your information

By submitting this form to the Department for Education (DfE) I acknowledge and understand the following:

Read our [privacy policy](#).

I am completing this form with diligence and the information I am providing is accurate, and on behalf of the organisation I work for and/or myself

The DfE will retain the information provided in accordance with applicable Data Protection laws

I understand that information submitted to intentionally deceive, mislead and/or commit acts of fraud can have legal and/or criminal ramifications, to which the DfE reserves the right to present evidence in a Court of Law

Submit

Data protection Cookies Built by the Department for Education
OGI All content is available under the Open Government Licence v1.0, except where otherwise stated
© Crown copyright

https://dfeuat.achieveservice.com/service/provide-organisation-information?journey=new&return=http://

Telephone number	0781987645	Change
Additional comments	Other comments	Change

Now send your information

By submitting this form to the Department for Education (DfE) I acknowledge and understand the following:

Read our [privacy policy](#).

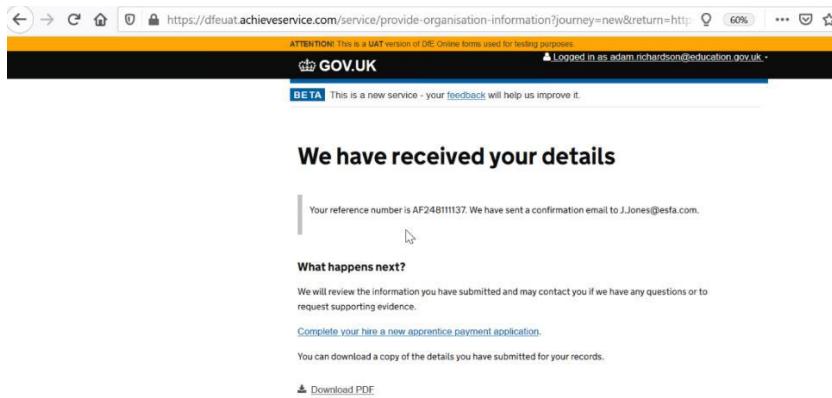
I am completing this form with diligence and the information I am providing is accurate, and on behalf of the organisation I work for and/or myself ✓

The DfE will retain the information provided in accordance with applicable Data Protection laws

I understand that information submitted to intentionally deceive, mislead and/or commit acts of fraud can have legal and/or criminal ramifications, to which the DfE reserves the right to present evidence in a Court of Law

Submit

Data protection Cookies Built by the Department for Education
OGI All content is available under the Open Government Licence v1.0, except where otherwise stated
© Crown copyright

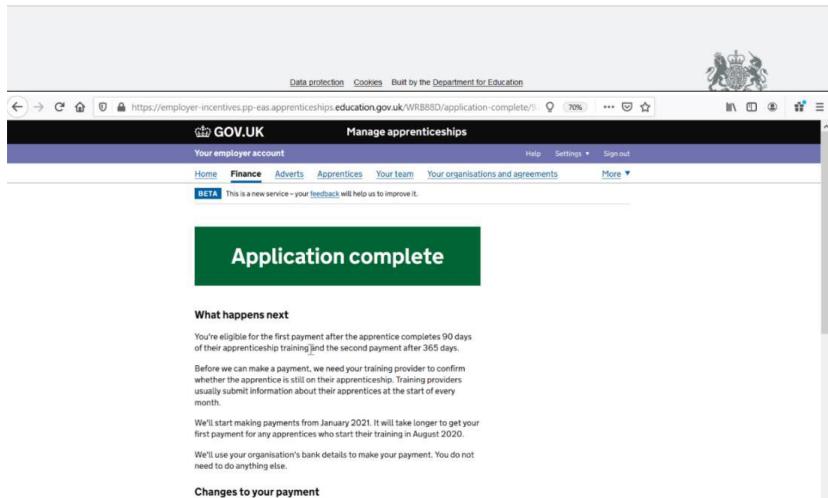


ATTENTION! This is a UAT version of DfE Online Forms used for testing purposes.
Logged in as adam.richardson@education.gov.uk.
BETA This is a new service - your [feedback](#) will help us improve it.

We have received your details

Your reference number is AF248111137. We have sent a confirmation email to J.Jones@esfa.com.

[What happens next?](#)
We will review the information you have submitted and may contact you if we have any questions or to request supporting evidence.
[Complete your hire a new apprentice payment application.](#)
You can download a copy of the details you have submitted for your records.
[Download PDF](#)



Data protection Cookies Built by the Department for Education
GOV.UK Manage apprenticeships
Your employer account Help Settings Sign out
Home Finance Adverts Apprentices Your team Your organisations and agreements More
BETA This is a new service - your [feedback](#) will help us improve it.

Application complete

[What happens next](#)
You're eligible for the first payment after the apprentice completes 90 days of their apprenticeship training and the second payment after 365 days.
Before we can make a payment, we need your training provider to confirm whether the apprentice is still on their apprenticeship. Training providers usually submit information about their apprentices at the start of every month.
We'll start making payments from January 2021. It will take longer to get your first payment for any apprentices who start their training in August 2020.
We'll use your organisation's bank details to make your payment. You do not need to do anything else.
[Changes to your payment](#)

Payment of the incentive is made in two equal instalments.

- The first is made when the apprentice has been on programme for over 90 days – starting with the first payment from January 2021.
- The second half of the payment is made when the apprentice has been on programme for over 365 days.

For example, September incentive applications will be made in January 2021.

Useful Links

Hawk Training

Further reading on the incentive and eligibility:

https://info.hawktraining.com/employer/incentive_payments

Education and Skills Funding Agency (ESFA)

Guidance on managing apprenticeship funding: <https://www.gov.uk/guidance/manage-apprenticeship-funds>

Updated guides, new and contact details for the ESFA:

<https://help.apprenticeships.education.gov.uk/hc/en-gb>

Apprenticeship technical funding guide

<https://www.gov.uk/government/publications/apprenticeship-technical-funding-guide>

Need help?

If you have any questions or need further support setting up the system, please call our employer registration team on 0208 891 0992 or email enquiries@hawktraining.com